

J-4  
8-27

## PART I

## SECTION 17. RESIGNATIONS

17-1 RESIGNATIONS17-1.1 Notice of Resignation

Employees should give reasonable period of advance notice. FBIHQ approval need not be secured for an employee to cease active duty for purpose of resigning, even though employee will cease duty on same day resignation is submitted. (For resignations submitted during personnel action inquiries, refer to Part I, Section 13-11 of this manual.)

17-1.2 Manner of Submission

Resignations must be submitted in writing and must contain:

(1) Cease-active-duty date, which includes both the date as well as the actual time the employee will sign out on the last day employee is physically at work. Unless an unusual situation exists, it is preferable for an employee in a leave status who will not return to active duty to make resignation effective as of date of the letter of resignation.

(2) Specific reason or reasons for the employee's resignation, unless resignation is requested by the Bureau in which case such reasons need not be submitted. Office of Personnel Management (OPM) regulations require that reasons be given in sufficient detail to enable OPM to determine reemployment eligibility and for a state to determine entitlement to unemployment compensation afforded Federal employees. If the employee refuses to furnish reason in a letter of resignation or the reason is general in nature, ensure any information known concerning employee's decision to resign is shown under "Comments" on the exit interview Form FD-193 (see 17-2.1 of this section). Any oral statements made by employees should be reported and identified as being made by the employee.

17-1.3 Transmittal of Letter of Resignation to FBIHQ

Employee's letter must be forwarded to FBIHQ on the day it is received, together with FD-193 and medical certificate if employee is resigning for maternity purposes and payment is desired for sick leave. A cover letter or routing slip is unnecessary unless unusual circumstances exist which cannot be explained under "Comments" on FD-193.

17-1.4 Effective Dates of Resignations and Payment for Unused Leave17-1.4.1 Routine Resignations

Resignations are normally effective at the close of business on the day the employee ceases active duty, and the employee is paid a lump-sum payment for unused annual leave.

## PART I

## SECTION 17. RESIGNATIONS

17-1.4.2 Other Types of Resignations

(1) For details on employees entering military service, see Part I, Section 10 of this manual.

(2) An employee resigning for maternity purposes is generally paid for accrued sick leave for the period of incapacitation and the resignation will become effective upon expiration of accrued sick leave. In order for the employee to be paid for sick leave, a medical certificate must be furnished certifying as to her inability to continue working after the date she will cease active duty, and the date of expected delivery. This certificate must be submitted with the employee's letter of resignation. Employee is paid a lump-sum for any unused annual leave in the year of separation.

(3) For an employee resigning to accept a position at another Federal agency, the resignation is normally effective on the date the employee ceases active duty. Annual and sick leave are transferred to the hiring agency upon request of that agency, provided that agency is subject to the same Annual and Sick Leave Act as the FBI. If this is not the case, the employee will normally be paid for accrued annual leave and forfeit sick leave.

17-1.5 Withdrawal of Resignation

Once a resignation is submitted, it may be withdrawn or revoked up until the time it becomes effective, unless a sound administrative reason exists for not permitting the withdrawal; in which case the matter should be coordinated with the Administrative Services Division. If a submitted resignation is later withdrawn, FBIHQ should be notified on a timely basis.

17-1.6 Final Payment for Salary and Lump-Sum Leave Payment

Separated employees receive payment for any workdays worked during the pay period in which resignation becomes effective on regular payday for that pay period. Check is mailed to the employee's forwarding address. If employees are carried on rolls until expiration of sick leave, their pay checks are mailed to them at their forwarding address on regular paydays. Lump-sum leave payments are included in employee's final salary check. Where any restored leave is not used before separation and if separation occurs before the specified time limit for use, the employee will receive a lump-sum payment for unused restored leave. Restored annual leave included in a lump-sum payment is not subject to refund of the lump-sum payment and may not be recredited if the employee is reemployed prior to the expiration of the lump-sum period.

17-1.7 Return of Government Property

Upon resignation, separation, or suspension, SAC shall collect all Government property which has been issued to the employee.

PART I

SECTION 17. RESIGNATIONS

17-1.7.1 Field Procedures

In the field, FD-107 shall be used to check property assigned to employee and FD-367 and [two copies] shall be completed and original only forwarded to FBIHQ with appropriate property. Any property that consists of Credentials (Agent and non-Agent), badges, and manuals is to be packed separately from any other item and forwarded to FBIHQ, Attention: Property Procurement and Management Section, by registered mail. [Revolvers are to be packed separately and forwarded to Quantico, Attention: Room 110 DN Building, by registered mail, along with a copy of the FD-367. A notation must be made on the original FD-367 that the revolver has been forwarded directly to Quantico under separate cover.]

17-1.7.2 Manuals

Manuals that are returned to FBIHQ must be checked out page by page and certified that they are in an up-to-date condition. FD-474 must be attached to each manual returned. Each office is required to maintain a complete set of manuals to be used as check manuals.

17-1.7.3 FBIRA Membership Cards

Current FBIRA membership cards of employees who are leaving service shall be secured from employees in every instance and shall be destroyed by SAC. Advise FBIHQ of destruction in communication reporting property return. If employee was not a member of FBIRA, such fact should be reported in communication or on return property receipt.

[ 17-1.7.4 [Support Employee] Identification Cards

[ Upon resignation of [support] employee, FBI identification card should be secured and destroyed in field and Bureau advised.

17-1.7.5 FBIHQ Procedures

At FBIHQ, property shall be secured and forwarded to Property Procurement and Management Section with signed return receipt or memorandum. Employee may go directly to Property Procurement and Management Section and return property.

17-1.7.6 JEH Building Access Cards

Access cards for JEH Building issued to employees leaving service should be handled as in 17-1.7.5.

17-1.8 Return of Employee and Family to Continental United States Following Separation from Duty

Regarding payment for travel and transportation expenses of an employee and his family to continental United States following separation at a post outside the continental United States, the following policy has been established:

(1) Any signed agreement qualifying employee for such travel and costs must have been fulfilled.

## PART I

## SECTION 17. RESIGNATIONS

(2) Return of employee to continental United States must be within 90 days of separation from service unless employee is prevented from [doing so for reasons beyond[employee's]control, such as lack of adequate transportation facilities, illness in family, etc.

(3) Travel and transportation costs will not be paid by Bureau in any instance in which return to continental United States is more than six months after separation, regardless of reason for delay in returning.

17-2 EMPLOYEES LEAVING SERVICE17-2.1 Exit Interviews (FBIHQ and Field)

Each employee who leaves service is to be interviewed. In order to be beneficial, exit interview must be conducted promptly after receipt of each resignation.

FD-193 is to be used to record exit interview, and the following points are to be followed:

(1) In every instance, exit interview form shall show name of [official who conducted interview, and form must be signed by[official]in space provided.

[ (2) At FBIHQ exiting[support]employees shall be interviewed by Agent supervisor, unless specific exception has been approved. In the field, [exiting[support]employees shall be interviewed by Office Services Manager. Exiting Special Agents shall be interviewed by division head or SAC, or in [[SAC's]absence, the official acting for[SAC].]

(3) Interview should be conducted in adequate privacy with adequate time allowed.

(4) Interview should be designed to supplement resignation; to obtain real, motivating reason for resignation; to save a valuable employee if possible; and to serve as a basis for:

(a) Information supplied by Bureau upon request by state unemployment compensation boards,

(b) Accurate analysis of turnover,

(c) Determining necessary or desirable organizational improvements,

(d) Permitting a recorded recommendation regarding future reinstatement.

(e) An employee should be advised that information he or she provides will be used for the purpose set forth above.

(5) In connection with recommendation for reinstatement, give full consideration to whether or not the employee fulfilled any agreement made, such as in connection with initial appointment, official transfer, special training, foreign assignment, etc. Instructions on FD-193 must be complied with, i.e., field must advise Voucher and Payroll Section by

## PART I

## SECTION 17. RESIGNATIONS

teletype (at FBIHQ by telephone) if there is any violation of agreement that would result in employee's being indebted to Government. If the individual resigning is a support employee who is aspiring to the Special Agent position he/she must be advised that qualifications for this position through support employment are: three years of continuous service in a support capacity, attaining age 23, possessing a four-year resident college degree and receiving an Excellent rating on his/her most recent performance rating.

(6) If an employee does not desire sick leave or if not incapacitated when resigning due to pregnancy, exit interview form must show same. If an employee does desire sick leave when resigning due to pregnancy, exit interview form must show this and a doctor's certificate must be attached showing that employee is incapacitated or may safely continue working to date specified, whichever the case may be. This certificate should also show employee's expected date of confinement.

(7) For involuntary separations, exit interview is conducted for the purpose of recording reason and any pertinent comments, it being assumed recommendation would be unfavorable for reinstatement.

(8) Exit interview form[(FD-193)]must include employee's working hours and workweek if other than Monday through Friday.

(9) If employee is resigning to enter on duty with another Federal agency, anticipated entry on duty date with new agency should be noted on exit interview form.

(10) When employee is retiring, reason for retiring must be set forth on exit interview form.

(11) [Employee should be furnished an SF-8 at the time of exit interview.]

[(12)] Attach exit interview form to letter of resignation and submit to Administrative Services Division.

#### 17-2.2 Employees Departing on Absence for Maternity Reasons

FD-309 is to be used to record exit interview, and it should be submitted to FBIHQ immediately following interview. The following points should be followed:

(1) Furnish employee with FD-462 at the same time the FD-309 is executed. FD-462 explains maternity benefits available to employee.

(2) Submit an administrative performance rating only if there has been a substantial change in employee's work performance since last rating. If there is no substantial change, merely so state on FD-309. If absence for maternity reasons extends to the end of the regularly scheduled rating period, an annual performance rating must be submitted at that time.

(3) Employees who resign for maternity reasons, rather than going on absence for maternity reasons, should be handled as described in 17-2.1 above.

#### 17-2.3 Employees Leaving for Military Service

See Part I, Section 10-5 of this manual for interview of employee leaving for military service.